

2013-2014 UAH College of Engineering Outstanding Staff Award Guidelines

The UAH College of Engineering wishes to recognize staff employees who by action or idea make exceptional contributions to The University's and the College of Engineering's mission to:

- Support the goals for excellence in teaching, research, and community service; or
- Promote a high level of morale or exemplary service to students, faculty and co-workers; or,
- Demonstrate performance above and beyond the requirements of their positions.

Eligibility

All full-time regular staff that have commendable records for the last two consecutive years, excluding award recipients of the last three years. Employees may be given the award more than once, but not within the same three-year period.

Selection Criteria

Selection will be based on the following criteria:

Work Performance Aiding in Department or College goals
Outstanding Handling of a Critical Situation
Development of New or Improved Procedure
Cost Savings
Improved Productivity
Improved Work Method
Contributions Beyond Assigned Duties
Activities Contributing to Successful Operation of UAH Programs
Promotion of High Level of Morale or Exemplary Service

Nomination and Employee Portfolio

Nominations may be submitted by supervisors, co-workers, faculty or students by using the form developed for this purpose – see below in this document.

Nominations should be submitted to the staff employee's direct supervisor. The nominator and supervisor should work together to gather supporting information, letters of recommendation, and other documents for the employee's portfolio. The portfolio should be submitted electronically to the College of Engineering Dean.

Selection

The College of Engineering Dean will form a selection committee which will nominally consist of the Dean (ex-officio), two COE department chairs, one COE faculty member, one COE staff member, and one COE student selected from the Engineering Student Council. The committee will use the attached worksheet to evaluate each candidate.

Awards

The College of Engineering expects to give up to two staff employee awards annually (valued at \$500 each), based on available funds. However, the selection committee may choose not to give any awards if no suitable portfolios are put forward.

**College of Engineering Staff Award
Nomination Form**

(Please print)

SECTION A:

Name of Nominee:			
Job Title		Work Phone:	
Department:			

SECTION B:

Name of Nominator:			
Job Title		Work Phone:	
Department:			

SECTION C:

Name of Nominee's Supervisor:			
Job Title		Work Phone:	
Department:			

SECTION D:

Please list other individuals who may be able to provide additional information to the Selection Committee as to the nature of the Nominee's performance and/or accomplishment(s):

NAME	TITLE	WORK PHONE

SECTION E:

Attach a separate documentation outlining the reasons for your nomination.

1. Describe the nominee's accomplishments and/or significant service to the University. Where possible, give specific information such as dates, who, what, where, and how.
2. List tangible examples of how the employee goes above and beyond the call of duty. Remember that awards are **NOT** intended to reward employees for fulfilling the requirements of their jobs, but for what they do "beyond the call of duty."
3. Give specific details of how the employee developed or improved a University procedure resulting in a cost savings to the University or greater productivity within the department.
4. Describe how the employee handled a critical situation or activities contributing to the successful operation of a College/Department program.

NOMINATION DEADLINE - Nominations must be received by 5:00 p.m., March 14, 2014.

The direct supervisor should submit the employee's portfolio electronically to the Dean at shankar.mahalingam@uah.edu.

College of Engineering Staff Award
 Selection Criteria and Scoring

Employee Name _____

Department	
# Years Service/UAH	
# Recommendations	
Work Performance Aiding in Department or College goals	
Outstanding Handling of Critical Situation	
Developed New or Improved Procedure?	
Cost Savings?	
Improved Productivity?	
Improved Work Method?	
Contributions Beyond Assigned Duties	
Activities Contributing to Successful Operation of UAH Programs	
Promotion of High Level of Morale or Exemplary Service	
Other Comments	
Total Points	